# St Michael’s Catholic Grammar School

*“Love one another, as I have loved you”*

## Job Description

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| **Role** | **SEND Assistant (with Cover Supervision)** |
| **Hours and weeks** | 18 hours per week (39 weeks)  *+ 12 hours cover supervision per week is available if requested*  Regular hours 8:30 to 15:30 over 3 days per week although some flexibility is expected according to the requirements of the school.  One hour for lunch taken in negotiation with line manager. Term time only. |
| **FTE salary range** | Unified Reward Grade C |
| **Pro rata salary range** |  |
| **Reports to** | Assistant Headteacher (Head of Sixth Form)/SENDCO |
| **Supervising duties** | *Supervision of students if taken with cover supervision* |

### Purpose

To provide a range of administrative and/or organisational processes within the school to support the SENDCO and the delivery of support for SEND students.

To work under the guidance of the SENDCO to:

* Observe SEND students in lessons;
* Provide 1-2-1/small group support for SEND students.

*If Cover Supervisor - To work under the guidance of the SIMS Administrator and appropriate subject leaders and within an agreed system of supervision, to:*

* *Supervise whole classes during the short-term absence of teachers. The primary focus when supervising will be to maintain good order and to keep students on task. The Cover Supervisor will need to respond to questions and generally assist students to undertake set activities;*
* *provide cover for tutor sessions and registration as required.*

**Key accountabilities**

This list is not exhaustive.

To assist the SENDCO in maintaining and updating the SEND and Access Arrangement registers

To administrate SEND My Support Plans and Pupil Passports

To communicate SEND student feedback to teaching staff and ensure their completion

To administrate SEND referrals from teachers

To administrate Access Arrangement documentation, including assisting the SENDCO in completion of Form 8s and File Notes (following JCQ guidelines)

To administrate referral forms to outside agencies (e.g. CAMHS), including assisting the SENDCO in completing referral forms

To carry out in-lesson observations of SEND students/students being assessed for SEND

To provide 1-2-1/small group support for selected SEND students in lessons/6th form supervised study (where need has been established)

To attend and contribute to weekly inclusion meetings

To liaise with Student Support, SENDCO and Deputy Headteacher (DSL) on student concerns

To meet with parents/carers and students regarding My Support Plans

To assist the SENDCO and Heads of Key Stage in analysing performance data of SEND students

To assist the SENDCO in answering queries from parents regarding SEND provision

To work with the Admissions Administrator on establishing the implications for students applying to the school with SEND

To work with the SENDCO and SLT to develop the SEND Policy

To contribute to the planning and development of administrative/SEND procedures and systems

**If agreed, the postholder may also be required to work as a Cover Supervisor:**

**A Cover Supervisor will:**

* supervise students, ensuring their safety and access to learning activities;
* use classroom/teaching skills/training/experience to support students;
* promote positive values, attitudes good student behaviour and health and safety, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
* manage the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly and productive including:

1. completing electronic registers for registrations and every class;
2. dealing with any immediate problems or emergencies according to the school’s policies and procedures;
3. collecting any completed work after the lesson and returning it to the appropriate teacher;
4. rewarding students, where appropriate, in accordance with school procedures;
5. reporting as appropriate, using the school’s agreed referral procedures on the behaviour of students during class, any issues arising (such as red notes or detentions).
6. establish productive working relationships with students, acting as a role model and setting high expectations;
7. promote the inclusion and acceptance of all students within the classroom;
8. recognise and respond to the individual needs of students;
9. in accordance with teachers’ instructions: encourage students to interact and work co-operatively with others and engage all students in activities;
10. set challenging and demanding expectations and promote self-esteem and independence;
11. in accordance with teachers’ instructions: Support the use of ICT in learning activities and develop students’ competence and independence in its use;

**A Cover Supervisor will support the school by:**

being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;

1. ensuring all students have equal access to opportunities to learn and develop;
2. contributing to the overall ethos/work/aims of the school;
3. attending and participating in regular meetings including training and other learning activities as required;
4. supervising students on visits, trips and out of school activities as required within normal school hours, and outside these hours by negotiation.

### Knowledge, training and Experience

Educated to NVQ level 3 / AS or A2 level or equivalent knowledge and experience

Knowledge of Data Protection, Safeguarding and confidentiality issues

Knowledge of internal and external guidelines and statutory requirements

Deep knowledge and understanding of the school, school policies and procedures, and services to resolve queries and problems

Knowledge and understanding of appropriate specialised systems and administrative and/ or financial procedures

Supervisory experience

Able to use office equipment, such as photocopiers, printers, fax, laminators Proficient user of MS Office software and/or in-house software

### Planning, organising and controlling skills

Work within the school policies and procedures organise, plan, allocate as required and deliver work that is usually completed in the short term

Provide a range of administrative and organisational and/or secretarial support services for the school for example liaising with pupils, parents/carers, undertaking word processing and IT based tasks including operation of relevant equipment and ICT packages, such as student databases, staff databases

Plan for and organise the administration of school trips/visits and events

Contribute to the short term plans of the school

May supervise others

### Communicating and influencing skills

Provide advice, guidance and support on a range of non-teaching issues to Head Teacher, teachers, other school employees, Governors, pupils, parents and other members of the community

Build and maintain effective working relationships with colleagues and other agencies as required to ensure the appropriate level of service is provided

Establish and maintain effective and constructive relationships with pupils, parents and carers, communicating with them as appropriate to share information, and inform them of school business through daily contacts and written communications

May undertake reception duties including dealing with visitors as required, using courtesy, tact and diplomacy

May supervise others by using diplomacy, sensitivity and empathy

### Initiative and innovation skills

Work within internal and external guideline, statutory requirements, school policies and procedures using initiative to prioritise tasks and organise own and others workload

Creative skills for developing, planning and managing administrative procedures and systems

Deal with problems independently and seeking advice from Head Teacher/Deputy Head Teacher/SENDCO/Office Manager as necessary

### Budget Accountability

No direct budget responsibility but may carry out financial transactions, including handling of small amounts of cash, in line with policies and procedures

May monitor and manage a limited range of stock within an agreed budget

### Physical effort

Normal office requirements including taking delivery and storing of stock and consumables as required

### Work environment

The job is based in an office environment within a school which is a pleasant environment

Exposure to occasional verbal abuse and/or challenging behaviours from pupils and/or parents/carers who may become upset at the situations they find themselves in.